



# Seattle Human Services

**Equity • Support • Community**



# Overview of Investment Process

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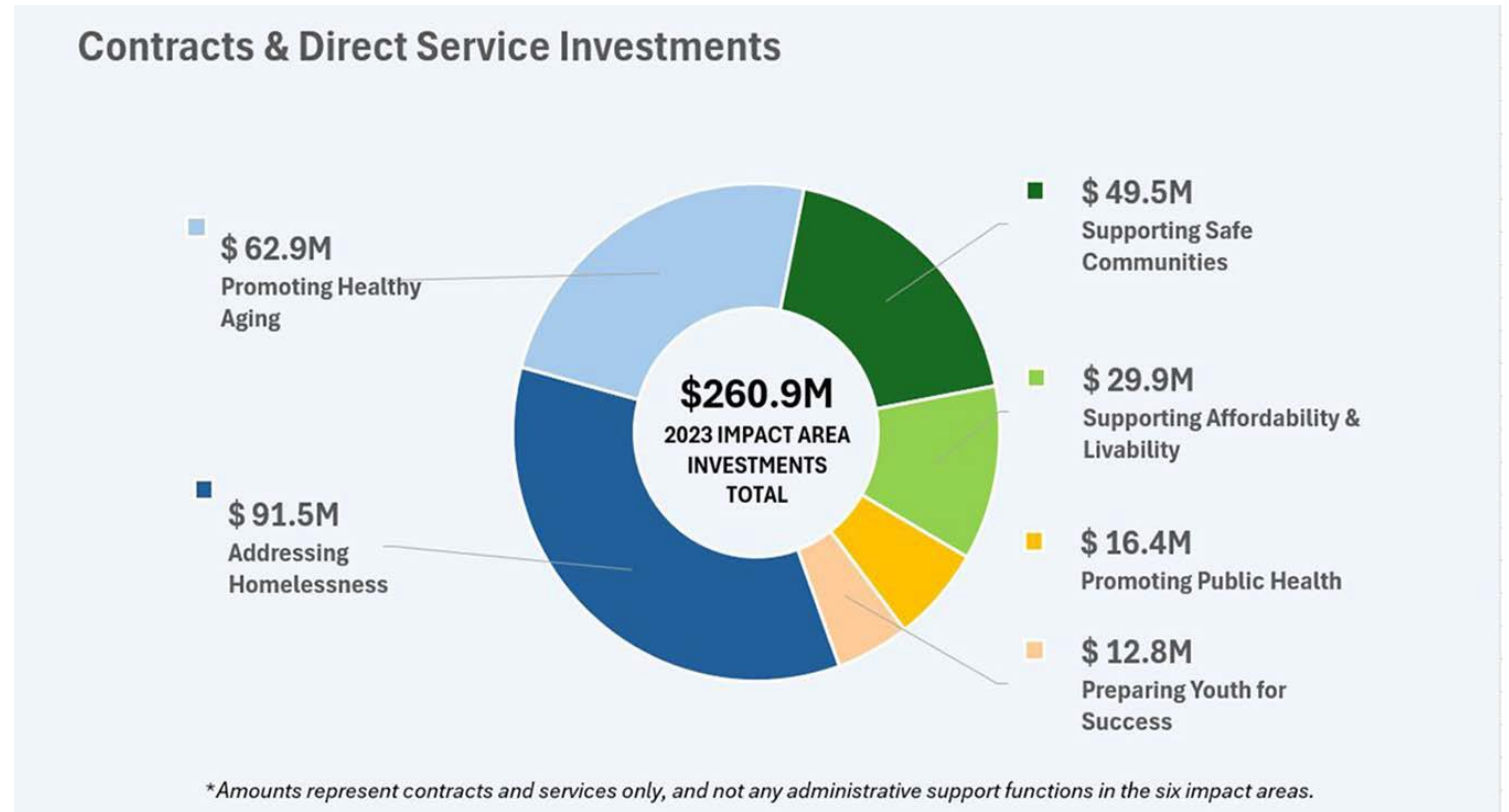


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Human Services

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# About Our Investment Strategies

- *HSD is a funder, convener, and direct service provider.*
- *Through the lens of racial equity, HSD provides direct services and contracts with community-based providers in six impact areas.*
- *HSD releases funding opportunities by Impact Area at least every 4 years*



# HSD Impact, Goals & Programs

## Impact Areas



## Goals

*All people living in Seattle are housed.*

*All older adults experience stable health and are able to age in place.*

*All people living in Seattle are able to meet their basic needs.*

*All youth in Seattle successfully transition to adulthood.*

*All people living in Seattle experience optimum health conditions.*

*All people living in Seattle are free from violence and harm.*

## Programs



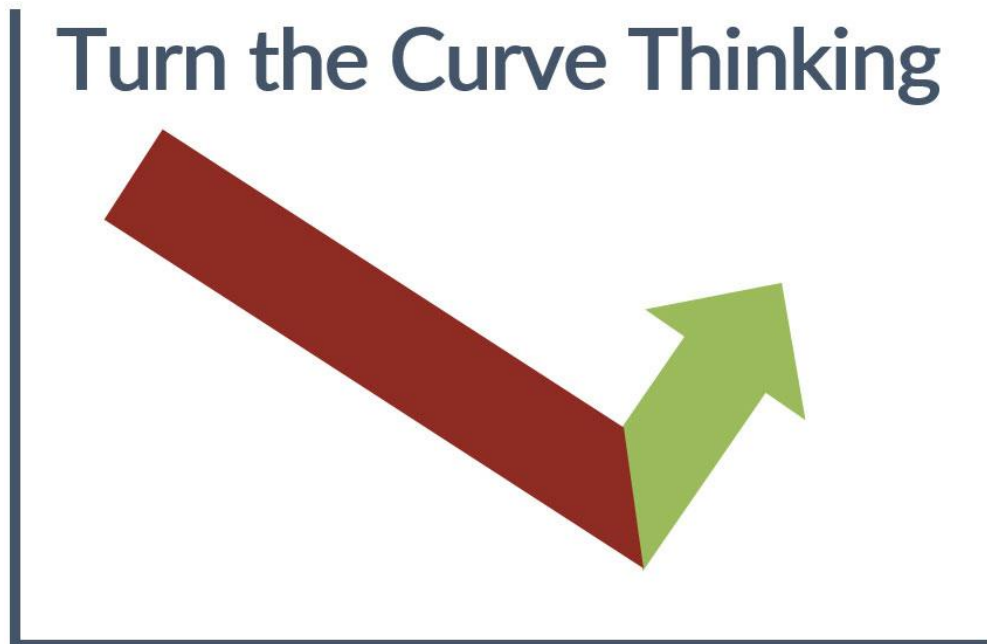
# Seattle Municipal Code

[Chapter 3.20 - HUMAN SERVICES DEPARTMENT | Municipal Code | Seattle, WA | Municode Library](#)

The Department shall make investments in human services programs using a competitive process, such as a request for proposal (RPP) or request for qualifications (RFQ), to award contracts designed to achieve one or more of the six desired results through an RBA framework as follows:

- Investment decisions shall be made in intervals of four years or less and include specific, measurable performance indicators that reflect a commitment to addressing racial and gender disparities.
- When designing strategies for human services programs and contracts for competitive bidding, the Department shall ensure such strategies are informed by evidence-based practice or culturally responsive research with experimental evidence. The Department shall also include selection criteria that are focused on awarding contracts for programs that are informed by such evidence in support of their effectiveness and for which specific and measurable outcomes have been established. Culturally responsive research is systematic and responsive inquiry that is cognizant of, understands, and addresses the cultural context in which the research takes place. This research entails the inclusion of stakeholder perspectives in designing the study, developing the measures, interpreting the data, and disseminating the findings.

# Results Based Accountability Framework (RBA)



The RBA Framework helps HSD to:

1. **DEFINE** results for the department's investments
2. **ALIGN** the department's financial resources to the results
3. **EVALUATE** result progress to ensure return on investment

For more information about RBA please visit Clear Impact - [Results-Based Accountability - Clear Impact](#)

# HSD Theory of Change

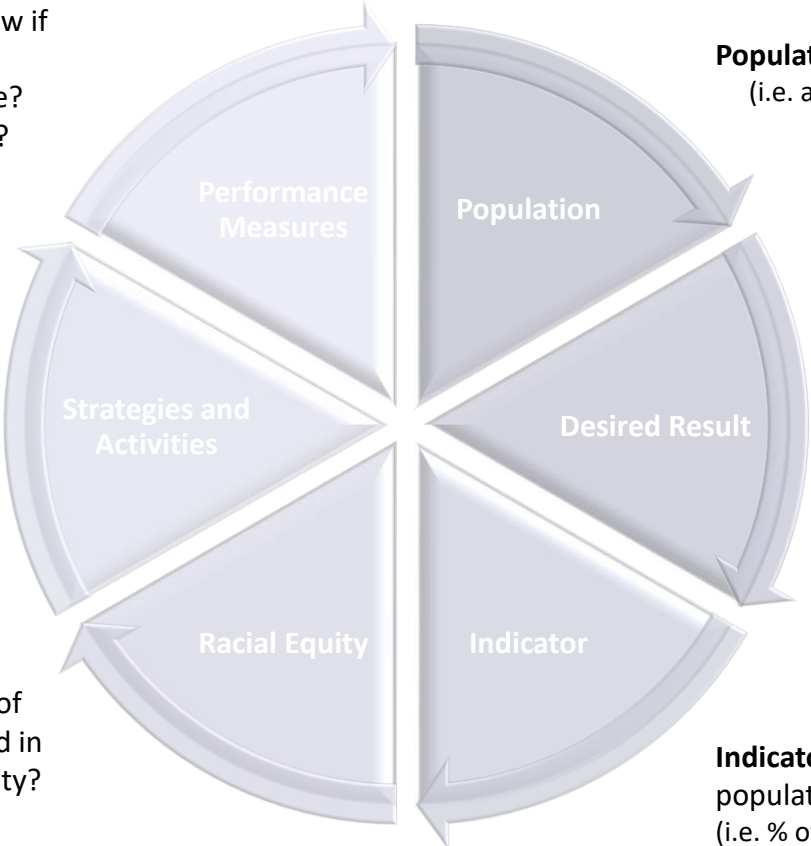
HSD uses RBA and leads with race

**Performance Measures:** How will we know if our strategies and activities are working?

- Quantity – how much was done?
- Quality – how well was it done?
- Impact – is anyone better off?

**Strategies and Activities:** What will we do to achieve the result. Strategies are broad; activities are specific. (these are what we purchase in a contract)

**Racial Equity:** Who are the communities of color with the highest disparities reflected in the data? How do we work to create equity? (i.e. % of youth of color graduating from high school on-time)



**Population:** Who do we want to affect? (i.e. all children in Seattle)

**Desired Result:** What is the result we want for our population? (i.e. all children graduate from high school on time)

**Indicator:** Why is this result needed? Also population level baseline data. (i.e. % of youth graduating from high school on-time)

# Using Data to Prioritize Needs

Data is used to:

- Understand current community demographics, needs, and strengths.
- Determine HSD's current investments and where other funders' investments are made.
- Identify service and/or program gaps and needs.
- Identify the focus population(s) within the priority populations (Disparity data and equity goals).
- Identify performance measures pertinent to the focus population(s) and priority populations within the selected program area (Research data).

Visit the HSD website  
to review a complete  
[Theory of Change](#)





# Application Requirements

# Minimum Eligibility

Applications for HSD funding opportunities will be accepted from any legally constituted entities that meet the following minimum eligibility requirements:

- Applicant must meet all licensing requirements that apply to its organization. Companies must license, report and pay revenue taxes.
- Applicant must have a Federal Tax ID number/employer identification number (EIN) to facilitate payments from the City of Seattle to the provider.
- Applicant must be incorporated as a private non-profit corporation in the State of Washington and must have been granted 501(C) (3) tax exempt status by the United States Internal Revenue Service, the applicant's 501(C) (3) status must be in good standing and must not have been revoked in the previous calendar year.  
OR
- Applicant is a federally recognized Indian/Native American tribe.  
OR
- Applicant is a public corporation or other legal entity established pursuant to RCW 35.21.660 or RCW 35.21.730, the applicant's status as a legal entity must be in good standing and must not have been revoked in the previous calendar year.

# Rating and Award Recommendations

All completed applications, turned in on or before the deadline, that meet the minimum eligibility requirements will be reviewed and individually scored by members of the rating committee.

Applications not meeting requirements of minimum eligibility or application completeness upon initial eligibility screen (if applied) will be deemed ineligible and will be eliminated from further consideration.

HSD reserves the right to seek clarification and accept or waive any nonmaterial irregularities or informalities in determining whether an application is eligible. Eligible and complete applications will be rated based on the criteria for providing the required services outlined in the Guidelines and Application materials.

Following the rating process, the rating committee will forward its funding recommendations to the HSD Director for final decision regarding the award(s).

# Contracting, Reporting and Fiscal Management

Program and Client data is required and varies by Impact Area

[HSD-Contracting-Requirements.pdf \(seattle.gov\)](https://seattle.gov/HSD-Contracting-Requirements.pdf)



Invoices are required regularly and must adhere to HSD requirements

Applicant Agency Name:									
Proposed Program Name:									
Agency's Full-Time Equivalent (FTE) =			hours/week		Amount by Fund Source(s)				
Position Title	Staff Name	FTE	# of Hours Employed	Hourly Rate	Requested HSD Funding	Other Fund Source	Other Fund Source	Other Fund Source	Total Program
									\$ -
									\$ -
									\$ -
									\$ -
									\$ -
									\$ -
Subtotal - Salaries & Wages					\$ -	\$ -	\$ -	\$ -	\$ -
Personnel Benefits:									
					FICA				\$ -
					Pensions/Retirement				\$ -
					Industrial Insurance				\$ -
					Health/Dental				\$ -
					Unemployment Compensation				\$ -
					Other Employee Benefits				\$ -
Subtotal - Personnel Benefits:					\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL PERSONNEL COSTS (SALARIES & BENEFITS):					\$ -	\$ -	\$ -	\$ -	\$ -

